

Competitive Pricing Review

Institution: _____
Date: _____

		Vendor #1		Vendor #2		Vendor #3	
		Name:					
		Address:					
		Phone #:					
Products	Est. Usage	A	B	C			
			Unit Cost	Extended Cost	Unit Cost	Extended Cost	Unit Cost
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total							

- INSTRUCTIONS:**
1. List the ten products that you spend the most money on annually (Example: milk, ground beef, cheese, bread, peanut butter...) - PRODUCTS
 2. Estimate the amount you purchase for one month by reviewing receipts/invoices (Example: 100 lbs of ground beef and 52 gallons of milk) - ESTIMATED USAGE (Column A)
 3. Gather price information from three or more vendors - Fax, phone or in person. UNIT COST (Column B)
 4. Make sure that when comparing prices for a particular product that you are comparing products of like sizes and/or portion sizes.
Example - Milk = gallon to gallon, Ground Beef = pound to pound, hot dogs = 8 pack to 8 pack or 2oz frank to 2oz frank
 5. Multiply ESTIMATED USAGE by the UNIT COST to get the EXTENDED COST. (Column A x Column B = Column C)
 6. Total the EXTENDED COST for each vendor.
 7. Use the responsible vendor with the lowest total cost.

Competitive Pricing Review

Institution: <u>Little Tots</u>
Date: <u>1/15/2005</u>

		Vendor #1		Vendor #2		Vendor #3	
		Name:		Kroger			
		Address:		2452 Main Street			
		Phone #:		304-555-2452			
		A	B	C			
			Unit Cost	Extended Cost	Unit Cost	Extended Cost	Unit Cost
Products	Est. Usage						
1 Milk, 1%, Gallon	30 gal.		2.39		2.59		
2 Ground Beef, pound	15#		2.08/lb.		2.99/ lb.		
3 Hot Dog, All Beef, 2 oz.	5 Packs		2.99/ Pack		2.25/Pack		
4 Chicken Nuggets, pound	15#		5.99/ lb		3.99/ lb.		
5 Pizza, Little Charlie, 4x6	1 Case		26.99		27.25		
6 Green Beans, #10 can	2 Cans		3.96		3.99		
7 Bread, Whole Wheat, 24 Slice	10 Loafs		1.49		1.59		
8 Honey Nut Cherrios, 16 oz.	10 Boxes		2.96		3.25		
9 Pudding Chocolate, Snack Pack	40 Portions		0.49		0.52		
10 Cheese, American, 24 Slice	10 Packs		2.46		2.51		
Total							

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Competitive Pricing Review

Institution: Little Tots
Date: 1/15/2005

		Vendor #1		Vendor #2		Vendor #3	
		Name: Walmart		Kroger			
		Address: 123 Sam's Way Elkins, WV		2452 Main Street Elkins, WV			
		Phone #: 304-555-1234		304-555-2452			
		A	B	C			
Products	Est. Usage	Unit Cost	Extended Cost	Unit Cost	Extended Cost	Unit Cost	Extended Cost
1	Milk, 1%, Gallon	30 gal.	2.39	71.7	2.59	77.7	
2	Ground Beef, pound	15#	2.08/lb.	31.2	2.99/ lb.	44.85	
3	Hot Dog, All Beef, 2 oz.	5 Packs	2.99/ Pack	14.95	2.25/Pack	11.25	
4	Chicken Nuggets, pound	15#	5.99/ lb	89.85	3.99/ lb.	59.85	
5	Pizza, Little Charlie, 4x6	1 Case	26.99	26.99	27.25	27.25	
6	Green Beans, #10 can	2 Cans	3.96	7.92	3.99	7.98	
7	Bread, Whole Wheat, 24 Slice	10 Loafs	1.49	14.9	1.59	15.9	
8	Honey Nut Cherrios, 16 oz.	10 Boxes	2.96	29.6	3.25	32.5	
9	Pudding Chocolate, Snack Pack	40 Portions	0.49	19.6	0.52	20.8	
10	Cheese, American, 24 Slice	10 Packs	2.46	24.6	2.51	25.1	
Total				331.31		323.18	

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